

APPROVED 6/5/2003

State of Texas
Records Retention Schedule

Page 1

11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
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___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

860 - WOMEN'S HEALTH LABS AT TCID

1579	SPECIMEN LOGSHEET AND WORKSHEETS	2		2	C	O	X	PAPER, ELECTRONIC
1698	STAINED SLIDES-NEGATIVE AND UNSAT (GYN AND NON-GYN)	5		5	C	P		RETENTION IS A CAP AND CLIA REQUIREMENT
3061	PROFICIENCY TEST	2		2	O	P		RETENTION IS A CAP AND CLIA REQUIREMENT
3065	REQUISITION FORMS	2		2	O	O	X	PAPER, ELECTRONIC
3068	REQUISITION FORMS FOR BLOOD BANK	5		5	C	P	X	RETENTION IS A CAP AND CLIA REQUIREMENT
3069	PATIENT RESULTS FOR BLOOD BANK	5		5	C	O	X	PAPER, ELECTRONIC; CONVENIENCE COPY; RECORD COPY SENT TO TDH CONTRACTOR; RETENTION IS A CAP AND CLIA REQUIREMENT
3070	PATIENT RESULTS FOR CYTOLOGY	10		10	C	O	X	PAPER, ELECTRONIC; CONVENIENCE COPY; RECORD COPY SENT TO TDH CONTRACTOR; RETENTION IS A CAP AND CLIA REQUIREMENT.
3071	PATIENT RESULTS	2		2	C	O	X	PAPER, ELECTRONIC; CONVENIENCE COPY; RECORD COPY SENT TO TDH CONTRACTOR; RETENTION IS A CAP AND CLIA REQUIREMENT.
3072	WORKSHEET/LOG SHEET FOR BLOOD BANK	5		5	C	O		PAPER, ELECTRONIC; RETENTION IS A CAP AND CLIA REQUIREMENT.
3074	QUALITY CONTROL RECORDS FOR BLOOD BANK	5		5	O	P	X	
3075	TRANSFUSION REACTION FORMS	30		30	C	P	X	RETENTION IS A CAP AND CLIA REQUIREMENT
3076	SPECIMEN LOGBOOK - BLOOD BANK	5		5	C	P	X	RETENTION IS A CAP AND CLIA REQUIREMENT
3077	TRANFUSION/BLOOD UTILIZATION REPORTS	PM		PM	O	O		PAPER, ELECTRONIC
3079	STAINED SLIDES	1 MO.		1 MO.	O	O	X	SLIDE; RETENTION IS A CAP AND CLIA REQUIREMENT
3080	STAINED SLIDES - GYN	5		5	O	O	X	SLIDE; RETENTION IS A CAP AND CLIA REQUIREMENT

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Page 2

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3081		STAINED SLIDES - CYTOLOGY (ALL NON-GYN)/PATHOLOGY (ALL SLIDES)	10		10	O		O	X		SLIDE; RETENTION IS A CAP AND CLIA REQUIREMENT
3085		HPLC DRUG PERFORMANCE COMPOSITION	2		2	O		P	X		RETENTION IS A CAP AND CLIA REQUIREMENT
3087		PATHOLOGY BLOCKS - SURGICAL/AUTOPSY/CELL BLOCKS	10		10	O		O	X		BLOCK; RETENTION IS A CAP AND CLIA REQUIREMENT
3089		BONE MARROW SMEARS/AUTOPSY SLIDES	20		20	O		O	X		SMEARS/SLIDES; RETENTION IS A CAP AND CLIA REQUIREMENT
3093		WET TISSUE - AUTOPSY SPECIMEN	AC+6 MOS		AC +6 MOS	O		O	X		TISSUE; AC=CASE COMPLETED AND SIGNED BY PATHOLOGIST
3098		BIOLOGICAL HOOD CERTIFICATION	30		30	O		P	X		
3101		PATIENT RESULTS - SURGICAL/AUTOPSY	10		10	C		O	X		PAPER, ELECTRONIC; CONVENIENCE COPY; RECORD COPY IS SENT TO TDH CONTRACTOR; RETENTION IS A CAP AND CLIA REQUIREMENT.
1.1	1750	OUTSIDE CONSULTATION REQUESTS	2		2	O		P			
1.1	3095	QA/PI COMMITTEE MINUTES	2		2	O		P	X		RETENTION IS A REQUIREMENT OF THE COLLEGE OF AMERICAN PATHOLOGISTS
1.1	3515	(WOMEN'S HEALTH LABS) AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION (HIPAA)	AC+6		AC+6	C		P			AC=AUTHORIZATION'S EXPIRATION DATE; 45 CFR 164.530 (j)(1)-(2)
1.1	3681	(WOMEN'S HEALTH LAB) RECORD OF HIPAA-AFFECTED DISCLOSURES	AC+6		AC+6	C		P			45 CFR 164.530 (j)(1)-(2); MAY BE INCLUDED WITHIN THE MEDICAL RECORD IF THE MEDICAL RECORD WILL BE MAINTAINED FOR AT LEAST 6 YEARS AFTER THE DISCLOSURE; AC=DATE OF DISCLOSURE
1.1	3684	(WOMEN'S HEALTH LAB) OTHER HIPAA PRIVACY DOCUMENTATION (INCLUDING LETTERS, MEMOS, FORMS)	6		6	C		P			45 CFR 164.530 (j)(1)-(2)

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Page 3

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1.1	4278	(WOMEN'S HEALTH LAB) ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY NOTICE (HIPAA)	AC		AC	C		P			RETAINED BY DIRECT CARE PROVIDERS AS PART OF THE MEDICAL RECORD. AC=7 YRS AFTER LAST DATE OF SERVICE, OR UNTIL PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER
1.1	4287	(WOMEN'S HEALTH LAB) ACCESS TO HIPAA-AFFECTED INFORMATION - DENIED	AC+6		AC+6	O		P			45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION
1.1	5351	(WOMEN'S HEALTH LAB) AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - APPROVED	AC+1		AC+1	C		P			AC=DATE RECORD AMENDED OR REQUEST FILLED.
1.1	5352	(WOMEN'S HEALTH LAB) AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - DENIED	AC+6		AC+6	C		P			45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION
1.1.002	4399	AUDITS	AC+3		AC+3	O		O			PAPER, ELECTRONIC. AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.
1.1.006	5345	(WOMEN'S HEALTH LABS) COMPLAINTS RELATED TO PRIVACY (HIPAA)	AC+6		AC+6	O		P			45 CFR 164.530 (j)(1)-(2); AC=FINAL DISPOSITION OF COMPLAINT
1.1.007	5002	ADMINISTRATIVE CORRESPONDENCE	3		3	O	R	P	X		
1.1.008	3107	GENERAL CORRESPONDENCE	1		1	O		O			PAPER, ELECTRONIC
1.1.013	3011	DESK CALENDARS/APPOINTMENT BOOKS	CE+1		CE+1	O		P			
1.1.020	3115	OPEN RECORDS REQUESTS - APPROVED	AC+1		AC+1	O		P			AC=REQUEST FULFILLED
1.1.021	3128	OPEN RECORDS REQUESTS - DENIED	AC+2		AC+2	O		P			AC=DATE OF DENIAL OF REQUEST
1.1.023	3058	ORGANIZATION CHART	US		US	O	A	O			PAPER, ELECTRONIC
1.1.025	3062	POLICY AND PROCEDURE MANUALS	US+3		US+3	O	R	P	X		

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Page 4

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1.1.038	3060	CUSTOMER SURVEYS AND RESULTS	AV		AV	O	R	P			
1.1.043	2974	TRAINING MATERIALS	US+1		US+1	O		O		PAPER, ELECTRONIC	
1.1.057	1653	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC	
1.1.058	3109	MEETING AGENDAS & MINUTES	PM		PM	O	A	O		PAPER, ELECTRONIC	
1.1.061	3012	MEETING NOTES	AC+90 DAYS		AC+90 DAYS	O		O		PAPER, ELECTRONIC	
1.1.062	2984	MEETINGS SUPPORTING DOCUMENTATION	2		2	O	A	P			
1.1.063	3059	MINUTES - INTERNAL	1		1	O		P			
1.1.067	1580	REPORTS & STUDIES - NON-FISCAL	3		3	O	R	P		INCLUDES TUMOR BOARD REPORT; QA/PI MONITOR & OCCURRENCE REPORT; STATISTICAL REPORTS	
3.1	1588	EMPLOYEE FILES	AC+5		AC+5	O		P		AC=TERMINATION OF EMPLOYMENT; INCLUDES EMPLOYEE ORIENTATION RECORDS	
3.1	3063	COMPETENCY ASSESSMENT	AC		AC	O		P	X	AC=TERMINATION FROM EMPLOYMENT	
3.1.001	1810	APPLICATIONS FOR EMPLOYMENT - NOT HIRED	2		2	O		P			
3.1.011	1590	EMPLOYEE INSURANCE FILES	US		US	O		P			
3.1.014	3057	EMPLOYMENT SELECTION RECORDS	2		2	O		P	X		
3.1.019	1584	PERFORMANCE JOURNALS	2		2	O		P			
3.1.020	3091	PERSONNEL CORRECTIVE ACTION DOCUMENTATION	AC+5		AC+5	O		P		AC=TERMINATION OF CORRECTIVE ACTION	
3.1.023	3056	JOB DESCRIPTIONS	US+4		US+4	O		O	X	PAPER, ELECTRONIC	
3.1.034	3042	RESUMES - UNSOLICITED	1		1	O		P			
3.4.006	2972	COMPENSATORY TIME ACCRUAL FORM	4		4	O		P			
3.4.007	2967	DAILY ABSENCE REPORTS/LEAVE SLIPS	FE+3		FE+3*	O		O		PAPER, ELECTRONIC	

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Page 5

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4.5	3082	FINANCIAL RECORDS	7		7	O		P	X		INCLUDES BILLING RECORDS FOR SERVICES/ACCOUNT ADJUSTMENTS
4.7.004	1736	CAPITAL EQUIPMENT LIST	LA+3		LA+3	O		O			PAPER, ELECTRONIC
5.1.001	2963	CONTRACTS/LEASES	AC+4		AC+4	O		P	X		
5.1.004	1735	MAIL/TELECOMMUNICATIONS LISTINGS	US		US	O		O			PAPER, ELECTRONIC
5.1.012	3084	PRICE LISTS	US+3		US+3*	O		P			
5.2.008	3066	EQUIPMENT MAINTENANCE RECORDS	LA+3		LA+3	O		P	X		
5.2.018	3067	QUALITY CONTROL RECORDS	2		2	O		P	X		
5.2.019	3097	WORK ORDER REQUESTS	2		2	O		O	X		PAPER, ELECTRONIC; RETENTION IS REQUIREMENT OF THE COLLEGE OF AMERICAN PATHOLOGISTS
5.3	2966	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4	O		P			
5.3.005	1645	PACKING SLIPS	AV		AV	O		P			
5.3.007	4640	BID DOCUMENTATION	FE+3		FE+3	O		P			INCLUDES AG-13 DOCUMENTATION AND INFORMAL OFFER CONFIRMATIONS
5.4	3100	FORMALDEHYDE ENVIRONMENTAL MONITORING	10		10	O		P			
5.4.003	3094	APPLICATION/CERTIFICATION RECORDS OF C.A.P. ACCREDITATION INSPECTIONS	AC+3		AC+3	O		P	X		AC=DATE OF THE CORRECTION OF THE DEFICIENCY, IF THE INSPECTION REPORT REVEALS A DEFICIENCY.
5.4.007	3099	SAFETY TRAINING RECORDS	5		5	O		P			
5.5.003	4616	TELEPHONE LOGS - STATION ACTIVITY REPORTS	AV		AV	O		P			AV=2 YEARS

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